



# Olivehurst Public Utility District (OPUD)

## Special Events Policy

Effective: 06/02/13  
Rev 0

### Purpose

The purpose of this policy is to establish specific guidelines that OPUD will use in the process of issuing permits for special events on public park grounds. The policy is intended to ensure equitable access to park facilities and to promote a diverse range of organized activities. It also is intended to ensure safety and balance the needs of park users, special event organizers and participants, and the communities surrounding parks. The provisions of the policy do not apply to OPUD-sponsored events. The provisions of the policy may be waived at the discretion of the OPUD Board of Directors.

### Definitions

For the purposes of this policy, the following definitions shall apply:

- Olivehurst Public Utility District (OPUD) – Shall be referred to as “the District”.
- OPUD Board of Directors – Shall be referred to as “the Board”.
- OPUD Employees – Shall be referred to as “Staff”.
- Parks Department Committee – Shall be referred to as “the Committee”.

Special events are defined as events on public park property that have any of the following complex components:

- Food events, music events, or any other gathering of similar nature.
- Need for security.
- Use of elevated stages or other temporary structures (i.e. bleachers, platforms) that are built on site.
- A gathering of 50 or more people.

Events that have any of the following complex components may require a special event permit:

- Live entertainment.
- Barbeques/open flames.
- Generators (for party jumps)/electrical distribution.
- Food or beverage (both alcoholic and non-alcoholic) sales (including giving away or providing samples of food or beverages)
- A fee of any kind or amount is charged.
- A service of any type is provided.

### Criteria for approval of Special Events

Special events submitted to the District for approval must meet certain criteria to be eligible for consideration.

- Events must be compatible with all District and County Ordinances.
- Proposed event site must be able to accommodate the event.
- The proposed event must adhere to all local, state and federal statutes, as well as all Sheriff Department, Fire Department and County Public Health codes.
- The preparation for or the conduct of the proposed event will not unduly impede, obstruct, or interfere with the operation of emergency vehicles or equipment in or through the particular permit area or adversely affect the Staff’s ability to perform municipal functions or furnish District services in the vicinity of the permit area.

### **Committee Review**

The Committee, during review of the application shall consider, but not be limited to, the following:

- Compliance with this policy.
- Impact on the natural resources and other park users.
- Extent of Staff involvement required to facilitate the event.
- Past history of the sponsor in conducting special events.
- Applicant's past experience with planning and implementing similar events.
- Purpose of the event.
- Impact upon, and permits or approvals required by, other agencies.
- Day and month of the event.

### **Permit – Standards for Issuance**

Staff shall issue a permit hereunder when:

- The proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- That the proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety, and recreation;
- All conditions including, where applicable, the payment of fees, approval of the Committee or Board of Directors, and insurance coverage, are met;
- The proposed activity or use is not reasonable anticipated to incite violence, crime, or disorderly conduct;
- The proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the District; and
- The facilities desired have not been reserved for other use.

### **Site requirements**

- The proposed event will be of a nature and size appropriate to the proposed venue, location or site, and will occur during a time period approved for that venue or site.
- The proposed event must not present a substantial or unwarranted safety, noise, or traffic hazard.
- The proposed event will not cause other adverse impacts on health or safety to surrounding residential or commercial uses, which cannot be effectively mitigated.

### **Application Process & Deadlines**

All special event organizers will be required to fill out a "Special Events Application/Permit". Applications shall be submitted by the event organizer at least 30 days prior to the proposed date of the special event.

### **Terms & Conditions**

- 1) If a special event application is approved, a special event permit will be issued to the applicant. This permit will outline specific requirements of the applicant in order for the event to proceed. Below is a list of typical event conditions. Additional conditions may be required based upon the characteristics of the event, including size, location and nature.
  - a) The applicant shall obtain, and present to the District, copies of all permits and written approvals from other agencies that may be required prior to conducting the event.
  - b) The applicant shall estimate on the application the number of participants that will take part in the event.

- 2) Special Event Filing & Permit Approval
  - a) After receiving a special event application approval from the Committee or Board of Directors, the submission of permit and other applicable fees is required to reserve a future special event date and time.
  - b) The submission of a filing fee should not be construed as a special event approval or a confirmation of a special event date.
  - c) Event organizers should not assume special events are approved based on the previous year's event approval.
  - d) All special event coordinators for new events and annual events are required to complete the entire special event process for each event date.
  - e) Special events will not be advertised to the public prior to the approval of the special event.
- 3) Special Event Insurance
  - a) All special event applicants must obtain a Certificate of Insurance specifically naming the ***Olivehurst Public Utility District*** as additionally insured.
  - b) All special event applicants must obtain a Certificate of Insurance in an amount no less than \$1,000,000.00.
- 4) Other Jurisdictions
  - a) Many agencies require approval for events that impact their jurisdiction (i.e. Yuba County Sheriff, CalTrans, and Yuba County). If required, you must provide an approval letter from these agencies.
- 5) Fees
  - a) All special event fees must be paid in full two weeks prior to the special event
  - b) Filing/Permit Fee is \$(dependent upon event type and size), and of which \$(dependent upon event type and size) is non-refundable. A completed permit application is required to be submitted a minimum of 30 days in advance of the special event. Filing/Permit Fee and all applicable letters, insurance documents, etc., must be received to secure the specified date and time of the special event.
  - c) Non-profit and for-profit special events will require the same filing and processing fees.
  - d) All payments must be made by means of check, cash or money order. Checks must be made payable to ***Olivehurst Public Utility District***.
  - e) All fees must be paid in full at least 10 days prior to the event and NO post dated checks will be accepted.
- 6) Waiver of Fees
  - a) Some or all fees may be waived for special events co-sponsored by the District.

### **Advertising**

The District is not responsible for any losses associated with early advertising and recommends that applicants receive event date approval prior to any advertising.

OPUD logos are not to be used unless specifically permitted in event conditions.

### **Music – Public Address Systems**

- Music and Public Address systems can be used during special events.
- Event organizers must submit a special event layout map with event application showing all site location(s) for all amplified sound systems.
- Electricity for music or public address systems is not available at all park locations.

### **Sales of Goods & Services**

- The selling or offering for sale any goods, services, liquids or edibles for human consumption is prohibited without the proper approvals.
- All state and local regulations must be met before such sales are allowed.
- All beverage and food sales are required to comply with all local and state health & safety codes and regulations.
- Glass containers are prohibited at special events.
- All grease and oils from cooking will be removed from park. No illegal dumping of grease or oils on park grounds, in trash cans, or dumpsters is allowed.

### **Alcoholic Beverages**

Alcohol may be permitted during special events. Requesting the presence, consumption, and/or sale of alcohol has some very specific requirements, as follows:

- No alcoholic beverages shall be sold at any special event without a valid A.B.C. license on file with Regional Parks staff. The valid A.B.C. license will be presented 10 days prior to the scheduled event date.
- Alcoholic beverages are prohibited in any type of glass container
- Yuba County Sheriff will be informed if an event includes the presence, consumption, and/or sale of alcohol.

### **Portable Restrooms**

- Depending on the size of the event and the availability of park restrooms, special events will be required to contract for portable restrooms.
- During the application process the Committee will review the impact to the park's restroom facilities. Larger special events will be required to contract for portable toilets to be placed in the parking lot area of the parks for an event.
- Permittees are required to provide portable toilets at locations where no permanent facilities are in place and/or when "total attendance" (including organizers, participants, volunteers, and spectators) exceeds existing restroom facility capability.
- The ratio of users per portable toilet is 100 to 1.
- Portable restrooms must be removed within 3 days of the event. If the District's assistance is required, the cost of removing restrooms will be charged to the special event permittee.

### **Dumpsters**

- Dumpsters may be required when the projected special event attendance exceeds 500 people; this includes participants, support teams, special event volunteers, and spectators.
- Dumpsters can be placed in parking lots or offsite areas. Dumpsters cannot block vehicle access; Emergency Response vehicles, Park vehicles, and vehicles associated with special event.
- Dumpsters must be removed within 3 days of event. If the District's assistance is required, the cost of removing dumpsters will be charged to the special event permittee.

### **Site Preparations & Security**

- Event organizers can request extra time to prepare special event locations. Early site preparations and time must be coordinated through the Committee during the filing process.
- Event organizers must submit a special event layout map at least 30 days (dependent upon event type and size) prior to the event. The layout map will detail: emergency

response routes, the special event course, food service, concessions, portable restrooms, dumpsters, and any other equipment or structures used during the event.

- Event organizers will be required to hire and have present, licensed security guards if the presence, consumption and/or sale of alcohol is allowed at the special event.
- If event staffing or security is present at an event site overnight, an overnight security plan will be required detailing: personnel, contact phone numbers, and other pertinent information.

Hi Brianne,

We are re-working the process, but this is what we are doing now. It depends on the event type, size, and which park.

Very small events (50 people or less), it is first come first serve. We do offer pavilion rental/reservations at Sycamore Ranch and Hammon Grove for varying costs just under \$200. That usually covers the 50-199 people events. In general, larger events need a special event permit through Public Works, as that department manages parks.

Large to very large events (concerts/festivals/etc.) are much more complicated. They need the permit, a set of stringent conditions, insurance, site plan, medical plan, security plan, deposit, and an Outdoor Musical Festival Permit per Yuba County Ordinance—this is processed through the Yuba County Sheriff's Office. We will reach out to local authorities for these type of events—Sheriff, Fire, CHP. This will also trigger the notification of neighboring properties and public input. If they are doing amplified sound, that is another layer of complication. They required to obtain a Noise Ordinance Exemption Permit. These events can range from \$4,000 to \$30,000 (and up) depending on the use and number of days. These are calculated largely on impact on resources.

I've attached the Public Works and Sheriff's permit applications.

Cheers,

*Nicholas Clavel*

Parks & Landscape Coordinator

County of Yuba

Public Works

530-749-5667

ISA Certified Arborist®, WE-13528A

**APPLICATION & PERMIT FOR PARADE / EVENT**

(To be filed 30 days prior to event)

1. Name: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

2. Address: \_\_\_\_\_

3. If applicant is an association or corporation, give name and address of authorized representative:

Name: \_\_\_\_\_ Phone No.: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

4. Date and hours for which the permit is desired: \_\_\_\_\_

5. Exact parade route and termini/event layout (Attach Map): \_\_\_\_\_

List Roads to be closed: \_\_\_\_\_

6. Approximate estimated number of persons and vehicles: \_\_\_\_\_

7. Has a parade/event permit issued to the applicant ever been suspended, canceled or revoked?

Yes \_\_\_\_\_ No \_\_\_\_\_

8. Please state purpose of parade or event: \_\_\_\_\_

Permittee(s) agree(s), jointly and severally, to indemnify and defend the County of Yuba, its agents, officers and employees from and against all claims arising from or associated with the issuance of this permit as well as any activity conducted pursuant to this permit.

I declare under penalty or perjury that the statements contained in this application and attachments are true and correct to the best of my knowledge, information, and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**Application Fee is \$155.82**

**Receipt # \_\_\_\_\_**

a. Prior to the date of parade/event a certificate of Public Liability Insurance, insuring the County of Yuba, its officers, agents and employees in the amount of \$1,000,000 combined single limit shall be filed with the County of Yuba, 915 8<sup>th</sup> Street, Suite 125, Marysville, CA. 95901 (530) 749-5420.

b. This permit automatically expires on \_\_\_\_\_, unless suspended, cancelled, or revoked.

REVIEW BY CHP (Optional)  
Comments: \_\_\_\_\_

REVIEW BY PUBLIC WORKS DIRECTOR  
Comments: \_\_\_\_\_

\_\_\_\_\_  
I recommend approval  
\_\_\_\_\_  
I recommend approval subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
I recommend approval  
\_\_\_\_\_  
I recommend approval subject to the following conditions: \_\_\_\_\_

\_\_\_\_\_  
I recommend denial

\_\_\_\_\_  
I recommend denial

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Public Works Date

**YUBA COUNTY SHERIFF'S DEPARTMENT  
OUTDOOR MUSIC FESTIVAL PERMIT**

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**Applicant Information:**

Full Name: \_\_\_\_\_

Aliases: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair: \_\_\_\_\_ Eyes: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Emergency Notification (Name, Address, Phone, Relationship): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested?  Yes  No If yes, explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the exact location of the event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the name and address of the owner of the property the event will be held? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Name of Business/Organization Promoting Event (if different than above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiliation with Business: \_\_\_\_\_

What is the minimum and maximum number of people you estimate will attend this event?

- Number of Customers? \_\_\_\_\_
- Number of Participants? \_\_\_\_\_
- Number of Others? \_\_\_\_\_

If it is proposed or expected that spectators or participants will remain overnight, have there been arrangements made for illuminating the premises and for camping facilities? \_\_\_\_\_  
\_\_\_\_\_

What is the date(s) of the event? \_\_\_\_\_

What are the times of the event? \_\_\_\_\_

Provide a general description of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain in detail the provisions for cleaning up the premises and the removal of trash and other debris: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you understand and acknowledge you are required to remove all trash and debris from the premises and all public roads leading to and from the site within 72 hours of the event?  
 Yes  No

Do you understand and acknowledge you are required to give consent for entry into all areas of the event to any peace officer, member of the County Board of Supervisors, employee of the Community Development Department, Sheriff's Department and Health Department?  
 Yes  No

Will any alcoholic beverage, including beer and wine, be served, sold or furnished at this event or on site during the event?  
 Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you understand and acknowledge that at the time of application you must provide the following to the Sheriff's Department for review?  Yes  No

- 4 copies of a map, drawn to scale, showing the following:
  - The location of the property the event is proposed to be held.
  - The location of all highways, streets, alleys, lots and parcels of land within 700 feet of the exterior boundaries of the proposed site.
  - The location of the parking area and of all other areas to be used for other uses incident to the event.
  - All interior access ways.
  - Access to the property.
  - The location and detailed plans of all buildings and structures on the premises or to be erected, including the bandstand, stage, or other facility for performers.
  - The location of all loudspeakers.
  - The location of all toilet, medical, drinking and other facilities.
- A list of names and addresses as shown on the latest available assessment roll of Yuba County, of all persons to whom all property is assessed within 500 feet of the exterior boundaries of the proposed site.
- A document showing that the applicant is the owner of the property, or if not signed by the owner, permitting the use of the property for this purpose.
- An agreement signed by the applicant that within 72 hours after the conclusion of the event he/she will clean up the property and remove all trash and debris – including from public roads leading to and from the site. This agreement shall be secured by a cash or corporate surety bond or undertaking in a sum of not less than \$5,000.00 in the form approved by the County Counsel of Yuba.
- An agreement signed by the applicant and by the owner of the property that they will reimburse all owners and occupants of property adjoining the property the event was held for all damages of any kind caused by the applicant, property owner, or any person attending the event – which damage would not have occurred had the event not been held. This agreement shall be secured by the bond listed above.

→ An insurance policy shall be required to insure the applicant, the property owner (if different), and Yuba County against all liability or cause of action incurred by them or any of them to any person which arises pursuant to the permit or arising from the conduct of the event.

Do you understand and acknowledge you are required to provide one qualified security guard (as approved by the Sheriff's Department) for each 200 persons the permit allows to attend? This security guard shall remain in attendance at all times the event is in progress.

Yes  No

Do you understand and acknowledge you shall provide an ample supply of water for drinking and sanitation purposes on the event site? All water shall meet public health standards and is subject to approval by the County Health Department.

Yes  No

Do you understand and acknowledge you shall provide at least 1 water closet and 1 urinal for every 200 males and 1 water closet for every 100 females? Where flush toilets are unavailable it may be permissible to use portable chemical toilets. Chemical toilets must be emptied at the applicant's expense as necessary and pursuant to procedures established by the County Health Department.

Yes  No

Do you understand and acknowledge you are required to provide at least one 32-gallon trash can for every 25 persons expected to attend the event? All trash cans shall be emptied at the applicant's expense as necessary.

Yes  No

Do you understand and acknowledge you are required to provide adequate parking area for customer and employee parking? The following criteria apply:

Yes  No

→ The amount of parking spaces must, at a minimum, be equal to one-fifth of the number of persons the permit allows to attend.

→ The parking spaces must be graded, marked and separated by a physical barrier from the area where patrons will watch the performance.

→ There shall be adequate ingress and egress to the site.

→ Necessary roads, driveways and entranceways shall exist to ensure orderly flow of traffic into the site.

→ At all times between 1 hour before the event begins and 1 hour after it ends the applicant shall provide parking attendants at all entrances, exits and within the parking lots to ensure the orderly movement of traffic.

Do you understand and acknowledge you shall provide all fire protection and fire safety measures as are required by the Sheriff's Department?

Yes  No

Do you understand and acknowledge that should any portion of the event occur after sunset you are required to provide such lighting as is deemed necessary by the Sheriff's Department for public safety purposes?  Yes  No

Do you understand and acknowledge you shall not sell tickets to this event, or advertise it, without first obtaining a permit?  Yes  No

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Special Event Permit Application

Please take time to review the special events permit application and instructions **before** you begin completing the application form.

The City of Roseville is proud to have its residents and visitors host a variety of special events in order to enhance the lives of the community and contribute to the economic vitality of the City. The following pages include the City of Roseville's Special Event Permit Application and instructions to help guide you through the permit process.

It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events.

A completed Special Event Permit Application can be returned at one of three recreation facilities:

Maidu Community Center  
1550 Maidu Dr.  
Roseville, CA 95661  
(916) 772-7259, x4

Mahany Fitness Center  
1545 Pleasant Grove Blvd  
Roseville, CA 95747 (916)  
772-7259, x3

Park & Rec Admin Office  
316 Vernon St., Suite 400  
Roseville, CA 95678  
(916) 772-7529, x1

All special events are required to adhere to the requirements contained in Chapter 9.36 of the Roseville Municipal Code, which can be found online at [www.roseville.ca.us](http://www.roseville.ca.us) in the **e-Services** menu.

For additional information please contact Kathleen Beedy at [kbeedy@roseville.ca.us](mailto:kbeedy@roseville.ca.us) or (916) 774-5921.

**PLEASE ALLOW A MINIMUM OF 60 DAYS FOR THE PROCESSING OF THE SPECIAL  
EVENT PERMIT APPLICATION**

## PERMIT APPLICATION PROCESS

The Special Event Permit Applications must be received a minimum of 60 days prior to the event start date and may be submitted as early as twelve months prior to the event start date.

1. Special events coordinator will conduct a preliminary review of the completed special event application. This takes a minimum of 2 weeks.
2. Once pre-approval is granted application fee and deposit are due.
3. You will be notified if your event requires any additional information, clarifications, permits, agreements, insurance, etc. Delays in providing additional information could delay the ability to approve a permit in a timely manner thus resulting in denial of the application.
4. A detailed invoice outlining all Parks, Recreation & Libraries required fees will be sent for your review and payment.
5. Other City Department fees may apply to your event. These fees will be billed directly from, and paid to the City Department based on services required. Fees may be due prior to approval or 30 days after receipt of invoice.
6. Prior to permitting the event all fees must be paid in full and agreements executed.

\*Note: Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your event based on the availability of services or other circumstances. **You are encouraged not to advertise your event until final approval from the city has been received.**

If street closures are requested, a Street Closure Agreement will be sent to the applicant for signatures.

## CANCELLATION POLICY

Should you, for any reason, need to cancel your event, you must first notify the special events coordinator. All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.

The Special Event Permit Application fee is non-refundable and non-transferable. It is also possible that fees related to other City services (i.e. Streets, Police, Fire, etc.) will still be incurred.

For cancelled events, a \$50 administrative fee will be assessed. If the cancellation is made less than five (5) business days before the rental date the City will retain 100% of rental deposit and rental fees.

## FEES

Payments can be made by credit card, check, cash or money order made payable to the "City of Roseville". Please review the Special Event Fee matrix on page 13.

## EVENT CONTACTS

Parks and Recreation	<a href="http://www.rosevilleparks.com">www.rosevilleparks.com</a>	916-772-7529
Roseville Police	<a href="http://www.roseville.ca.us/police">www.roseville.ca.us/police</a>	916-774-5095
Roseville Fire	<a href="http://www.roseville.ca.us/fire">www.roseville.ca.us/fire</a>	916-774-5805
Roseville Municipal Code	<a href="http://www.roseville.ca.us/online_services">www.roseville.ca.us/online_services</a>	
Roseville Risk Management	Insurance requirements on page 12	916-774-5202
Roseville Business License	<a href="http://www.roseville.ca.us/businesslicense">www.roseville.ca.us/businesslicense</a>	916-226-5207
Alcohol Beverage Control	<a href="http://www.abc.ca.gov/licensing/license-forms/">www.abc.ca.gov/licensing/license-forms/</a>	
Food at community events permit	<a href="http://www.placer.ca.gov/3245/Permits-Forms-Fees">www.placer.ca.gov/3245/Permits-Forms-Fees</a>	

## PERMIT APPLICATION INFORMATION

### APPLICANT/AGENT INFORMATION

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Applicant/Agent:  Resident  Non-Resident

Name of Person(s) Responsible (only those listed on application can make changes to rental. **Only** primary may cancel event):

1. \_\_\_\_\_ 2. \_\_\_\_\_

### BUSINESS/ORGANIZATION INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of group:  Business/Commercial  Non-Profit Organization, ID number: \_\_\_\_\_

Deposit check refund payable to: \_\_\_\_\_

Please note: deposits paid by check/cash typically take five (5) – eight (8) weeks to process and deposits paid by credit card typically take four (4) – six (6) business days to process. The deposit will be returned to the name and address on the application.

## EVENT INFORMATION

Name of event: \_\_\_\_\_

Type of event (*check all that apply*):

Fun Run/ Walk/ Meet     Festival/ Celebration     Outdoor Market/ Carnival/ Street Fair  
 Parade/ Procession     Concert/ Performance     Athletic/ Recreation  
 Commercial Event     Charitable Event

Description of event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Event Date(s): \_\_\_\_\_

Location requested: \_\_\_\_\_

Time of event: From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Set up time begins: \_\_\_\_\_ Clean-up time completed by: \_\_\_\_\_

Rentals fees apply to entire event including setup and clean-up.

Anticipated number of participants \_\_\_\_\_ Maximum # at any one time: \_\_\_\_\_

Have you held this event in the City of Roseville in the past? If yes, when \_\_\_\_\_

Will you be charging admission for your event? \_\_\_\_\_

If so, please provide details: \_\_\_\_\_

Will this event be promoted?

Radio     TV     Newspaper     Posters  
 Website     Social Media     Other: \_\_\_\_\_

Have you held this event in other cities and/or locations in the past?

If yes, where and when?

\_\_\_\_\_



PRIVATE PROPERTY OWNER'S AUTHORIZATION (if you are using any private property related to the event)

I authorize the applicant, \_\_\_\_\_ to conduct the special event described above on my property at the following location: \_\_\_\_\_

Specific area on property: \_\_\_\_\_

Property Owner's name: \_\_\_\_\_

Property Owner's address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Property Owner's signature of approval: \_\_\_\_\_

**ADDITIONAL EVENT INFORMATION**

**FOOD, DRINK & VENDORS**

**Yes**    **No**    Will food/ drinks be served? *Please explain:*

\_\_\_\_\_  
\_\_\_\_\_

**Yes**    **No**    Will alcohol beverages be sold or served? *If alcohol beverages will be sold or served, an Alcohol Beverage Control license is required. Alcohol is only permitted at Royer Park, Woodbridge Park & Vernon Street Town Square in designated fenced in area. Security guard(s) is/are required. The size of the event will determine how many security guards are needed.*

*How will you ensure that alcoholic beverages will be consumed only by people 21 years or older?*

\_\_\_\_\_  
\_\_\_\_\_

Alcoholic beverages will be served from \_\_\_\_ a.m./p.m. to \_\_\_\_ a.m./p.m.

by: \_\_\_\_\_

**Yes**    **No**    Are you requesting fencing for your event? *Fencing is available for rent at the Vernon Street Town Square only and could be rented based on staff availability. See the Special Event Fees matrix for fencing options and pricing.*

**Yes**    **No**    Will you have vendors or concessionaires? A Roseville Business License is required for all vendors and/or concessionaires.

**ENTERTAINMENT**

**Yes No** Will you have amplified sound at your event? If yes, noise regulations can be found in Chapter 9.24 of the Roseville Municipal Code.  
*Describe the type of music and/or sound amplification that will be a part of your event.*

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**Yes No** Will you be using a tent in excess of 200 square feet or a canopy or other temporary structure that is in excess of 400 square feet? *If yes, a Roseville Fire Department permit will be required.*

**Yes No** Will you have animals at your event? *Please explain:*

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**HEALTH & SAFETY**

**Yes No** Are on-site restroom facilities adequate for this event?  
*(Recommended: One urinal and one water closet for every 200 males and one water closet for every 100 females. At least one restroom facility for each gender must be ADA-accessible)*  
If portable toilets are required, please provide supplier information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Yes No** \*Will you be using cooking equipment, BBQ's or any other equipment/ device that produce an open flame?

**\*For proper food/ oil/ grease removal, please review the City of Roseville Best Management Practices factsheet at: [www.roseville.ca.us/eu](http://www.roseville.ca.us/eu) → Programs → Stormwater management → Best practices for businesses**

**Yes No** Will the Special Event require any work, signs or traffic control in the State's right of way (i.e. freeways, freeway on or off ramps)? If yes contact Caltrans at (530) 741-4403, <http://www.dot.ca.gov/hq/traffops/developserv/permits/>

**Yes No** Will the Special Event utilize temporary diesel power generators, idling of equipment and vehicles and traffic speeds on unpaved surfaces over 15 miles per hour? If yes, you are advised to review the Placer County Air Pollution Control District's Rules at: <http://www.placer.ca.gov/1861/rules>

## SECURITY

Please describe your procedures for security and crowd control.

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If you are required to use a security company please provide the name of the company. Generally speaking you should plan for one (1) security officer per 500 people and two (2) Roseville Police Officers up to every 5000 people on a given date. Private security should be used to check bags, control entrances, monitor alcohol secured areas, checking ID's, move money or protecting property. Security will not take the place of hiring Roseville Police officers if deemed necessary for the event. (A signed contract with a security company will be required to be submitted to the City of Roseville no less than 14 business days prior to the event.)

Security Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

The Roseville Police Department will determine the number of police officers required for each event if necessary. If it is determined Roseville officers are required, a Supplemental Law Enforcement Services Contract will need to be completed. On your event map, the following must be clearly labeled:

Entrances and exits to the event

Where emergency vehicles can enter the event

Anticipated crowding area ( i.e. in front of a stage)

Impact on Others: Please describe how you will notify affected businesses and residents of your event.

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Medical Services and/ or First Aid will be provided by:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Accessibility for Disabled: Describe how you will make your event accessible to disabled individuals.

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**CITY SERVICES**

**Yes**    **No**    Will you be requesting the use of the City of Roseville’s water system? (i.e. hose spigot) *ONLY AVAILABLE AT THE VERNON STREET TOWN SQUARE. Please explain:*

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**Yes**    **No**    Will you require electricity? *ONLY AVAILABLE AT THE VERNON STREET TOWN SQUARE & DOWNTOWN BRIDGE. Please explain:*

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**Yes**    **No**    Will you require dumpsters or extra trash containers for waste disposal? *\*The City’s event coordinator may determine that a dumpster is required to be brought in for your event. An additional fee of \$160 will apply for each 6yd dumpster assigned to the event.*

**If you are requesting street closures, please list the streets, from intersection to intersection, which will be closed.**

1) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

2) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

3) Street Name: \_\_\_\_\_

From (cross street): \_\_\_\_\_ To (cross street): \_\_\_\_\_

Time Closed: \_\_\_\_\_ Time Re-opened: \_\_\_\_\_

**Notice of Temporary Street Closure**

The City of Roseville requires the Permit Applicant to provide notification of the special event and proposed street closure to all affected residents and businesses both on and adjacent to a street proposed for closure at least seven calendar days prior to the event.

## FUN RUNS/WALKS

### SIGNAGE

If the event is a fun run or walk on City trails or streets, signage is required to be posted at the boundaries of the route and at each major entrance to the trail no later than 24 hours prior to the event.

- Fliers must clearly state: "**Fun Run in Progress**" with the Date and Time listed.
- Fliers must be removed by the applicant or designee at the end of the event.

### TRAIL MARKINGS

A moderate amount of chalk is an approved method for marking event spaces and routes. Substances other than chalk will need prior approval. No permanent markings or difficult to remove substances will be allowed. Additional fees will apply if city services have to clean or remove markings following an event. **Motorized vehicles are not allowed on trails.**

## EVENT MAP

Please include a site map of your event and clearly plot the following that apply to your event.

Check all that apply:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Route (run, walk, meet, cycling, parades, etc.)                  | <input type="checkbox"/> Street/ Lane closures requested |   |
| <input type="checkbox"/> Entertainment/ stage location(s)                                 | <input type="checkbox"/> Concession area(s)              | <input type="checkbox"/> Vendor(s)            |
| <input type="checkbox"/> Cooking area(s)  | <input type="checkbox"/> Portable Toilet(s)              | <input type="checkbox"/> Fence off area(s)    |
| <input type="checkbox"/> Alcohol area (must show fenced-off area with entrance and exits) |  | <input type="checkbox"/> First Aid station(s) |

### FOR SECURITY PURPOSES

- |  |  |
|--|--|
| <input type="checkbox"/> Event entrances and exits                     | <input type="checkbox"/> Emergency access in case of police, fire, medical emergency |
| <input type="checkbox"/> Anticipated crowding (i.e. in front of stage) |  |

## BANNER

- |            |           |  |
|------------|-----------|--|
| <b>Yes</b> | <b>No</b> | Will you be requesting a banner be hung on the Washington Boulevard Overpass? <i>Banners may only be hung to promote events in the downtown Roseville area. Banner fees are waived with approved Special Event Applications. Please see the Banner Permit Application for banner requirements.</i> |
|------------|-----------|--|

## APPLICATION AGREEMENT

### INDEMNIFICATION

Event sponsor agrees to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the special event, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and further agrees to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the special event.

Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement. Failure to comply with the terms and conditions of the Special Event Permit and Chapter 9.36 of the Roseville Municipal Code may result in cancellation or early termination of the special event and forfeiture of the deposit.

\_\_\_\_\_ Event sponsor agrees to abide by the City of Roseville Insurance Requirements attached hereto on page 12.

\_\_\_\_\_ Event sponsor agrees to pay all city department service charges specified in Roseville Municipal Code Section 9.36.080 incurred as a result of the event.

\_\_\_\_\_ Event sponsor agrees, upon request, to pay the refundable deposit.

\_\_\_\_\_ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

\_\_\_\_\_ Event sponsor agrees to pay to the City of Roseville all costs the city may incur as a result of any failure to fully comply with all of these conditions.

\_\_\_\_\_ Event sponsor understands that the City of Roseville reserves the right to photograph facilities, activities and participants for its own use.

\_\_\_\_\_ Event sponsor agrees to abide by all of the terms and conditions contained in this application, any permit(s) issued in connection with the special event, and Chapter 9.36 of the Roseville Municipal Code.

\_\_\_\_\_ Event sponsor understands and agrees to abide by the terms and conditions of the Noise Ordinance found in Chapter 9.24 of the Roseville Municipal Code.

\_\_\_\_\_ (If renting the Downtown Bridge) Event sponsor understands and agrees to abide by the Downtown Bridge rules and regulations.

\_\_\_\_\_ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this special event application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

\_\_\_\_\_ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits.

\_\_\_\_\_ The undersigned acknowledges the potential of exposure to COVID-19 and other illnesses while participating in or attending meetings, practices and/or competitions, and that this potential exposure carries a risk of infection, serious illness or death for the participants and household members. The undersigned is voluntarily participating in the class/activity, and agrees to assume any and all risks of infection, injury, or death, whether those risks are known or unknown.

**APPL APPLICATION AGREEMENT (continued)**

\_\_\_\_\_ Applicant’s signature below signifies that applicant has read and understands ALL the rules and regulations outlined in the Special Event Permit Application and Chapter 9.36 of the Roseville Municipal Code.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

**Group One**

Chairman of the Board  
President or Vice President

**Group Two**

Secretary  
Assistant Secretary (any)  
Chief Financial Officer  
Assistant Treasurer (any)

If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

its: \_\_\_\_\_

and

BY: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

its: \_\_\_\_\_

**For Office Use Only**

**Application Received on:** \_\_\_\_\_

**Fees Submitted:** \_\_\_\_\_

**Insurance on file date:** \_\_\_\_\_

**Date Event was Approved/ Denied:** \_\_\_\_\_

**Special Event Permit Number:** \_\_\_\_\_

**Banner:** \_\_\_\_\_

**Install:** \_\_\_\_\_

**Removal:** \_\_\_\_\_

**Pick-up:** \_\_\_\_\_





## INSURANCE REQUIREMENTS

Proof of insurance must be provided on a **CERTIFICATE OF INSURANCE**. This document must be signed, a stamped signature will suffice. The ***Additional Insured Endorsement*** or section of the policy showing the City as an additional insured must accompany the ***Certificate of Insurance***.

### Required Coverage:

- General Liability: \$1,000,000 per occurrence  
\$2,000,000 aggregate
- Liquor Liability (only when alcohol is provided) \$1,000,000 per occurrence  
\$2,000,000 aggregate

**\*Policy must be primary and non-contributory**

**\*Policy must contain a waiver of subrogation**

**\*A 30 day notice of cancellation (10 day for non-payment) must be provided.**

**\*The policies may not contain language which prohibits additional insured or other**

**Insurers from satisfying the self-insured retention or deductible.**

**\*All Self Insured Retentions must be listed on the certificate**

### Required Documentation:

- A certificate of insurance listing the required coverage and naming the City of Roseville as Certificate Holder. The Certificate should be addressed to:  
City of Roseville  
Attn: Risk Management  
311 Vernon St., Roseville, CA 95678
- Additional Insured Endorsement: CG 20 12 07 98 or an equivalent, blanket endorsement or section of the policy. Endorsement shall cover the City of Roseville, its officers, agents, employees and volunteers as additional insured.
- Waiver of Subrogation Endorsement
- Primary and Non-Contributory Coverage Endorsement – CG 20 01 04 13 or an equivalent

**\*NOTE: statements on the certificate of insurance in lieu of the documentation required above will not be accepted.**

Questions concerning any of the above should be directed to the Risk Management Division:

Phone: 916-774-5202/fax 916-774-5461 or email: [riskmanagement@roseville.ca.us](mailto:riskmanagement@roseville.ca.us)

## SPECIAL EVENT FEES

### APPLICATION FEES

Permit Application Fee <i>Non-Refundable</i>	\$300: Events that requires, but not limited to, street/ parking lot closures, site/ plan review, trail use, etc. (i.e. fun runs, festivals, parking garage, etc.)	Due following event approval.
	\$160: Events that require limited site/ plan review, no street closures, etc. (i.e. park rentals/ activities, misc. events, etc.)	
Refundable Deposit	\$300	
Facility, Picnic, Park, Field, Additional Fees	Park & outdoor facility fees included in application.	Due 30 days prior to event.
City Department Service Charges*	<b>Varies</b> based on City services and resources requested or required. Services such as Park Maintenance, Police, Fire Inspection could be mandatory.	Based on service, fees may be due prior to approval or 30 days after receipt of invoice.

\* City Department services such as, but not limited to, Park Maintenance, Police, Fire Inspection, Street Closures, Solid Waste, etc.

### FACILITIES

Facility	Area	Approx. Seating	Rental Fee	(B) Baseball Field (S) Soccer Field (SE) Special Event Turf	(B) Bocce Ball (P) Pickle Ball (T) Tennis (V) Volleyball
Central Park 10200 Fairway Dr	All Picnic Areas	90	\$225	B / S / SE	T
Crabb Park 1000 Scarborough Dr	Covered Picnic Area	45	\$125	B / S / SE	B / P / T / V
Crestmont Park 1500 Champion Oaks Dr	Covered Picnic Area	24	\$105	B	
Elliot Park 1421 Cushendall Dr	Covered Picnic Area	26	\$105	B / S / SE	
Festersen Park 2275 Village Green Dr	All Picnic Areas	48	\$190	S	B / V
Fratiss Park 2400 Corin Dr	Covered Picnic Area	45	\$105	S / SE	V
Hillsborough 1001 Hillsborough Dr	Covered Picnic Area	80	\$105	B / S	
Kaseberg Park 1151 Rand Way	All Picnic Areas	224	\$225	B / S	
Mahany Park 1545 Pleasant Grove Blvd	Covered Picnic Area	116	\$125	B	T
Mahany Fitness Center Patio/Courtyard 1545 Pleasant Grove Blvd	All Picnic Areas in Courtyard		\$150		

*facilities continued on next page*

## FACILITIES (continued)

Facility	Area	Approx. Seating	Rental Fee	(B) Baseball Field (S) Soccer Field (SE) Special Event Turf	(B) Bocce Ball (P) Pickle Ball (T) Tennis (V) Volleyball
Royer Park* 130 Park Dr	All Picnic Areas	675	\$670	B / S	B / T
Royer Park Stage 130 Park Dr	Stage		\$65/hr	S <i>(soccer field included)</i>	
Veterans North 10021 Crocker Ranch Rd	Covered Picnic Area	55	\$105	B / S / SE	
Woodbridge Park* 415 Sierra Blvd	Covered Picnic Area	80	\$105	SE	B / P / T

\* Alcohol is only permitted at Royer Park and Woodbridge Park picnic areas with rental permit.

## COURTS, FIELDS, LIGHTS, TURF & ADDITIONAL FACILITIES

Facility	Fee	Facility	Fee
Bocce Ball Court	\$5/hr	Sports Fields <i>Baseball, Soccer</i>	\$32/hr
<b>General Picnic Area</b> <i>Any picnic area not listed in Facilities</i>	\$105/day	Sports Field Lights	\$35/hr
Non-Facility <i>Parking Lot, Hardscape</i>	\$75/day	Tennis Court	\$10/hr
Pickle Ball Court	\$10/hr	Volleyball Court <i>Sand, Turf</i>	\$15/hr
Special Event Turf* <i>Special Event Turf without restrooms</i>	\$20/hr	Tot Turf <i>Special Event Turf with restrooms</i>	\$20/hr

\*Special Event Turf is typically located at a park, which has no designated sports fields, limited shade coverings and no permanent restroom facilities.

## FUN RUNS

Course Locations	Course Fees	Maidu Park Add Ons	Fees
Maidu Park	1-499 people: \$160	Sports Courts Parking Lot	\$75/day
Sculpture Park	499+ people: \$270	Sports Courts Picnic Area	\$95/day
		Sports Courts Turf & Basketball Court	\$20/hr

## VERNON STREET TOWN SQUARE\*

311 Vernon St

Facility	Rental Fee 0-4 Hours	Rental Fee 4-8 Hours	Rental Fee 8+ Hours	Approximate Seating**
Downtown Bridge	\$95	\$145	\$215	
Spray Ground (Vernon St to Republican Alley)	\$125	\$235	\$325	1,500
Stage/Grass (Republican Alley to Oak St)	\$125	\$235	\$325	1,000
Vernon Street Town Square (Entire)	\$250	\$470	\$650	2,650
Spray Ground Off	\$200: The spray ground is on May-September. Both the Vernon Street Town Square (entire) and Spray Ground facilities may be reserved with the spray ground off. The spray ground may not be turned on during the non-operational season.			
Parking Garage 4th/5th Floor	\$75/hr.	\$148 VSTS Pre & Post Maintenance (required)		
Stage/Grass Fencing-Blue (Republican Alley to Oak St)	\$800 (268' of fence / 8,970 square feet area)			
Vernon Street Town Square Fencing-Red (Oak St to Spray Ground)***	\$1,000 (368' of fence / 16,920 square feet area)			

\*Alcohol is permitted at Vernon Street Town Square facilities with rental permit.

\*\*The capacity is only for events that are fenced in, otherwise there is no capacity for an open site. This capacity is based on an event having tables and chairs throughout the area.

\*\*\*Red fencing does not include the spray ground to Vernon Street. Fencing the entire square requires an outside vendor.

## ADDITIONAL FEES

Banner Display	\$70/banner (included with SE app)	May not be hung more than 14 days in advance of event		
Bounce House	Included	3 Max per permit		
Event Cancellation	\$50 fee + <i>Special Event Permit Application fee, which is non-refundable and non-transferable.</i>			
Extra Dumpster Fee	\$160 per 6 yard dumpster			
Film Permit	1-3 persons, \$160	4+ persons, \$300		
Park Maintenance Staff	\$38/hr per staff			
Refuse (required)	1-100 people: \$50	101-200 people: \$75	201+ people: \$125	



The City of Lincoln is proud to have its residents and visitors host a variety of special events in order to enhance the lives of the community and contribute to the economic vitality of the City. We are proud to put our community and its amenities on display for all to enjoy and visit. The following pages include the City of Lincoln Special Events Permit Application and instructions to help guide you through the permit process. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community and residents surrounding the events. In order to plan a safe and successful event while remaining mindful of the needs of the surrounding community, there are various departments within the City of Lincoln that review all Special Event Permit Applications.

A Special Event permit is required for any organized activity or event, whether organized by a nonprofit entity, private enterprise, individual, or other, which involves the use of, or will have an impact upon, public property, public facilities, sidewalks, or city streets. It is our goal to assist event organizers in planning a safe and successful event that will create a minimal impact upon the community or neighborhoods surrounding the event. On behalf of the City of Lincoln, we appreciate your interest in conducting a special event here and thereby adding to our sense of community!

Before completing the attached application, please take time to review the application and requirements. From time of application submittal to final approval and issuance of a permit the process takes approximately 6-12 weeks. Please allow a minimum of 90 days to process a Special Event Permit.

**Lincoln Community Center 2010 First Street Lincoln CA 95648**  
**916.434.3223**



# City of Lincoln Special Event Application

Applicant Information	
Name	
Street Address	
City, State, ZIP Code	
Day Phone	
Mobile Phone	
E-Mail Address	
Sponsoring Organization	
Contact Person "on site" day of and mobile number	

Event Information		
Event Title		
Event Date		
Event Location		
Event Hours	Start:	End:
Set Up	Date:	Time:
Break Down	Date:	Time:
Clean up finalized	Date:	Time:
Person responsible for clean up		Mobile #:
Estimated Event Attendance		

Overall Event Description
Briefly explain event and activities:

**Parade/Street Closure Information**

Names of Streets to be closed:		
	Between	And
	Between	And
	Between	And
	Between	And

Parade/Walk/Run Route (**map must be included with application**)

Number of Floats \_\_\_\_\_ Participants in Parade \_\_\_\_\_  
 Number of vehicles \_\_\_\_\_ Animals in Parade \_\_\_\_\_  
 For Animals, please describe what type, location and how animal waste will be contained and cleaned up.

Are you requesting a complete or rolling street closure?  
 Explain the requested street closure:

Route maps **must be submitted** along with your Special Event application. If your event will generate additional traffic, or interrupt existing traffic on any city street, a traffic control plan outlining necessary street closures is required before your event will be approved.

Time of Street Closure	Start:	End:
------------------------	--------	------

Parking restrictions requested: Yes \_\_\_\_\_ No \_\_\_\_\_  
*"No Parking" Signs must be purchased, installed & removed by the Event Coordinator.*  
*(see page 8 for blocked parking information) ALL STREETS MUST BE RE-OPENED BY MIDNIGHT (charges will occur)*  
 Staging Area Location:  
  
 Disbanding Location:

**Event Details**

Will there be any fenced areas? If yes, please describe:

Will there be a tent, canopy or other temporary structure at your event? If yes, please describe:

What is your cleanup plan after the event?

(Hourly cleaning rates will be deducted from deposit if extra cleaning if required.)

**Entertainment Information**

Will your event have amplified sound? If yes, please describe.

Will your event have a DJ or live music?

Please describe any live entertainment staging or dance floor that will be a part of your event:

Will you have Inflatables at the event? Yes \_\_\_\_\_ No \_\_\_\_\_

(See page 6 Jump House section)

Name of Inflatable Vendor \_\_\_\_\_

Contact Information

**Food/Beverage/Vendor Information**

Does your event involve the sale or consumption of alcoholic beverages?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes,

**Event applicant must contact the Lincoln Police Department (LPD) at (916) 645-4040** to secure approval from the Chief of Police. If approval is granted, LPD will issue an approval letter. Applicant must take the approval letter to ABC to secure a one-day liquor permit. Contact the Sacramento District Office at (916) 419-1319 [www.abc.ca.gov](http://www.abc.ca.gov) The permit issued by ABC must be displayed during the time alcoholic beverages will be sold and a copy will be required for the city permitting process and approval.

Describe how you will ensure that alcoholic beverages will be consumed only by people 21 years or older:

Circle type of alcohol being sold/served	Beer/Wine	Liquor
Alcoholic beverages will be sold/served	Time (from):	Time (to):
Where will alcoholic beverages be sold/served?	Location:	

Will your event have Food Vendors? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes,

**Please contact The Placer County Health Department for permit requirements and instructions (530) 475.2300** or visit [www.placer.ca.gov](http://www.placer.ca.gov)

A TFF (Temporary Food Facility) or MFF (Mobile Food Facility) Permit will be required by Placer County for food vendors and the event organizer will need a community event permit if there are more than 1 food vendor per event. A copy of any permits will be required for The City of Lincoln permit approval.

**Vendors selling nonfood items may require a sellers permit from the state of California. The event organizer is responsible to make sure vendors are following state, county and city requirements. For more information contact <http://www.businessportal.ca.gov> or 1-800-400-7115**



### Security and Volunteer Information

Please describe event procedures for both crowd control and internal security: Security is required when alcohol is being sold. 1 guard per every 250 guests present.

Have you hired a Security company to handle security for this event? Yes \_\_\_\_\_ No \_\_\_\_\_

Company Name:

Phone Number:

Number of Guards:

Guard Schedule:

If you are not serving alcohol, how will you ensure your event is secure and the crowd is under control? Utilizing volunteers? (All volunteers are required to sign a waiver and release of liability in favor of the city). If yes, how many \_\_\_\_\_ and in what capacity?

Event organizer is responsible for volunteer waivers and submitting them to the City of Lincoln Recreation department no later than 5 days after event. (Waiver on page 10)

### Health and Safety Information

Will portable toilets be brought in for your event? Yes \_\_\_\_\_ No \_\_\_\_\_

The City of Lincoln recommends one (1) chemical toilet for every 200 males and one (1) for every 100 females based upon the maximum number at your event during peak time. Hand washing stations are required as well. The American with Disabilities Act requires that 10% of all portable toilets be ADA accessible. Portable toilets must be removed by 7am the next day following the event. If your event is downtown, portable toilets cannot be placed in the alley behind businesses at Beermann Plaza or on any other private property. Toilets must be placed in valid parking stall for next day pick up or fees with be charged and or deposits held. Toilets must be in parking stalls on F Street or parking lot behind Scout Hall.

Portable restroom supplier:

Contact Information:

Beermann Plaza Rental

Planning on using the Museum Restrooms? Yes \_\_\_\_\_ No \_\_\_\_\_ f yes, please contact the museum at least 30 days prior to your event at **916.645.3800** for pricing and availability. If your events will have more than 450+ participants you will need additional portable toilets.

Will you need a First Aid station and location on map where will it be located?

or medical services available to participants?

Name/Contact Information of first aid provider

Will you have an event Command post? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where will it be located?

Event	Fees
Minor Event	\$150 with application
Major Event	\$300 with application
<b>Any additional costs incurred will be invoiced to applicant and must be paid prior to permit approval.</b>	

- A **Minor Event** - This type of event is defined as a public event which requires completion of a Special Event Application and a Special Event Permit. A SEI meeting will not be required. Other items may be required depending on the type of special event. Fees and deposit of \$250 are due at submittal of application.
- A **Major Event** - This type of event is defined as a public event which may include street closures and/or sales/consumption of alcohol. This type of event requires the completion of a Special Event Application, a Special Event Permit, and a SEI meeting. Other items may be required depending on the type of special event. Fees and deposit of \$500 are due at submittal of application.
- A **Jump House** may be added to your event for an additional \$25 and may be placed in approved Lincoln parks. All jump house vendors must be on our approved list. To become approved they must complete a site walk-through and supply the City of Lincoln with a certificate of insurance.
- If your event includes use of a rentable outdoor area or City Service then necessary rental fees will be additionally charged. Additional areas include: Plazas, Park Gazebos and City Athletics Fields. (see below)
- Electrical outlets are located at certain locations; if needing power for bounce houses, bands, etc., generators should be used and arranged by event organizer. The City of Lincoln does not service electrical problems or issues for events. Outlet usage is done at own risk.

City Services, Equipment Requests & Additional Rental Areas			
X	Service/Equipment	QTY Requesting	Cost (Internal use only)
	A – Frames		\$
	Cones		\$
	Traffic Control Personnel		\$
	Dumpster(s)		\$
	Trash Cans		\$
	Other (please list)		\$
<b>Total Cost of Services &amp; Equipment</b>			\$

Facility	Unit Cost	Time Requesting	Total Cost
Beermann Plaza	\$25/hr		\$
McBean Park Gazebo (includes adjacent park space)	\$25/hr		\$
Athletic Field/Park Space	\$25/hr		\$
Other (please list)	Master Fee Price (internal use only)  \$		\$
<b>Total Cost of Facility Rentals</b>			\$

## Event Map

An **Event Map** of your event **must be included with your application** identifying the location of all items listed below that apply to the event in order to accept application. Map **must** be a **google image** type of map. **(No hand drawn maps accepted)** It is important for City staff to have a clear understanding of the event in order to permit.

- \_\_\_\_\_ Route (for parades, fun runs, bicycle races, etc.). Designate staging area as well as beginning and end of route. Use arrows to indicate direction of route.
- \_\_\_\_\_ Entertainment and/or stage locations & Sound amplification – location of amplifier and all speakers
- \_\_\_\_\_ Alcoholic beverage concession area(s) including fencing (if being sold a one-day liquor permit is required and must be displayed)
- \_\_\_\_\_ Non-alcoholic beverage, food concession area(s) & Merchandise sales area(s)
- \_\_\_\_\_ First aid facilities & Event coordinator's command post, Temporary structures or other (list and describe on map)
- \_\_\_\_\_ Portable toilets (indicate number of toilets \_\_\_\_\_)
- \_\_\_\_\_ Event participant parking area(s), including entrances, exits and traffic circulation including access for disabled.
- \_\_\_\_\_ Trash container (# trash cans \_\_\_\_\_; # dumpsters \_\_\_\_\_)

## ADA Accessibility

Special Events must be assessable to persons with disabilities. Please visit [www.ada.gov](http://www.ada.gov) for additional information.

**ADA Parking:** There is ample accessible public parking available in the City of Lincoln's public parking lot near the event on a first come, first serve basis to vehicles displaying a handicap plate or placard.

**Emergencies:** Should an emergency arise; staff and volunteers will assist in making calls to get assistance. AMR Ambulance service is aware of the location of our event. There will be a First Aid box located at the event.

**Restrooms:** We plan to use existing facilities and/or (if porta-potties are brought in, include the following) event organizer, will provide Porta-Potties to be placed at the event, one of which will include ADA compliant features.

**Service Animals:** Placer County Environmental Health code prohibits animals near the food service areas; however, service animals are allowed. Your event accommodates all participants and visitors, including those with special needs.

## Note – Beermann Plaza

The City from time-to-time authorizes special events in and about Beermann Plaza, to include the south arm of the plaza that is the subject of this Agreement. Licensee agrees that the coordinator organizing the special event (the "special event coordinator") shall have exclusive use of all of Beermann Plaza during the special event, and for a period of 6 am the morning of the special event until midnight the last day of the special event (the "special event period"). Licensee shall coordinate with the special event coordinator to either use cooperatively, or Licensee shall move and/or remove any tables, chairs, trailers, planters, etc. that Licensee maintains in said location as requested by the special event coordinator. Nothing in this Agreement prevents the special event coordinator and Licensee from mutually agreeing to continue

to allow for Licensee's operations in Beermann Plaza during the special event period. City will undertake best efforts to provide Licensee with reasonable notice of the authorization of any special event utilizing Beermann Plaza.



**Additional Information, Regulations and Requirements**

- Reservations for a special event may be made a maximum of 1 year in advance and must be made a minimum of 4 months in advance. (a late fee may apply for those requests less than 120 days from event date)
- Applications may require review by the Special Event and Incidents (SEI) Committee for approval or denial. Need for review is based on size, scope and impact of event.

**INSURANCE** - A certificate of insurance must be submitted with the City of Lincoln Recreation Department as a condition of the permit. The Event Coordinator shall procure and maintain a one-million-dollar general liability insurance policy naming the City of Lincoln as an additional minimum insured. (See details on page 10 & 11)

General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Liquor Liability (only when alcohol is Provided)	\$1,000,000 per occurrence \$2,000,000 per occurrence

Policy must be primary and non-contributory

- Policy must contain waiver of subrogation
- A 30-day notice of cancellation (10 day for non-payment) must be provided
- The policies may not contain language which prohibits additional insured or other insurers from satisfying the self-insured retention or deductible.
- All Self-Insured Retentions must be listed on the certificate.

A certificate of insurance listing the required coverage and naming the City of Lincoln as Certificate Holder. The Certificate should be addressed to:

**City of Lincoln  
600 Sixth Street  
Lincoln CA 95648**

**POLICE** - In some cases, the hiring of officers from the Lincoln Police Department (LPD), a professional security company, or a combination of both may be required by the Recreation Department in order to obtain approval for your event. The LPD determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event. **LPD may not be available to all events due to limited staffing.**

**FIRE** - The Fire Department must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters.

**TRASH** - Depending on the size and scope of event, trash receptacles and dumpsters may be requested. You must properly dispose of waste and garbage throughout the term of the event and immediately upon conclusion of event. Event coordinators will need to supply own trash liners (30 gallons) for the receptacles following the event.

**WASTEWATER** - Please provide a plan for the disposal of all wastewater and other liquids to keep them from entering the City’s storm drains. Dumping wastewater down city drains is prohibited.

- There are no vehicles allowed on turf areas of City property. Must hand cart items onto turf.
- Use of golf cart type vehicles can be approved for event if requested.
- There is no smoking allowed in the City of Lincoln public areas.

## Promotion Information & Mitigation of Impact on Others

How will you advertise for your event?

- **You must receive Conditional Approval** for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Application by the City is not a guarantee of the date, location or an automatic approval of your event.
  - The City of Lincoln provides a community calendar of upcoming special events on our website. Staff will automatically add your event to the calendar **unless declined**.  
Decline Calendar Post: Yes \_\_\_\_\_
  - **Notification** of affected businesses and residents of your event. How will your organization mitigate the impact of your special event on neighboring businesses, churches, residents, motorists, and others?
  - **Parking Mitigation of Impact:** The size and scope of event will potentially impact the area surrounding it as well as the business, residents and those attending.
1. **Please consider the following:** Parking Plans, interference with access to residential neighborhoods, business, places of worship and /or public facilities and impact on Emergency vehicles.
  2. You may be required to provide a description or diagram indicating your parking plan for the general public and those with disabilities.
  3. **Blocked Parking:** If parking stalls will be blocked by your event, you as the organizer will be required to purchase and hang "No Parking" signs on every stall. Signs need to be hung 24 hours in advance of event.

## Cancellation Policy

To cancel events, notify the City of Lincoln special events coordinator. Written notice of cancellation must be received by mail or email no later than 7 calendar days prior to the event start date. Verbal cancellation will not be accepted. The Special Event Permit Application fee is Non-refundable. It is possible that fees related to other City services may still be incurred. Cancellation fees will be deducted from invoice.

## INDEMNIFICATION

1. Any organization or individual/applicant reporting false information, or failing to abide by the rules and regulations pertaining to use will be refused further use of City facilities and shall forfeit a portion of or all of the rental fee and/or security deposit. *If damage exceeds the deposit fee, the applicant shall be responsible for all costs and will be billed by the City for any costs incurred.*
2. To the greatest extent allowed by law, the applicant agrees to indemnify, defend and hold harmless the City of Lincoln, it's agents, officers, and employees from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any persons or damage to property or third persons arising out of or any way connected with the special event and applicant's rental and use of the City's facilities, except to the extent caused by negligence of the City.
3. All conditions contained herein shall also apply to all groups, clubs, service organizations, including those receiving a waiver of fees, and any and all individuals.
4. The undersigned has read and understands the conditions contained herein and made part of the rental agreement, and agrees to all of the aforementioned rules, regulations, and conditions of use for Lincoln City and its facilities.

**Please read each statement. Initialing next to each statement indicates your understanding and agreement with the statement.** Failure to comply with the terms and conditions of the Special Event Permit may result in cancellation or early termination of the special event.

\_\_\_\_\_ Event sponsor agrees to abide by all of the terms and conditions contained in this application and any permit(s) issued in connection with the special event. Including ADA requirements.

\_\_\_\_\_ Event sponsor agrees to abide by the City of Lincoln Insurance Requirements

\_\_\_\_\_ Event sponsor agrees to pay the cost of all fees and City provided services, staff and equipment.

\_\_\_\_\_ Event sponsor agrees to pay to the City of Lincoln all costs the City may incur as a result of any failure to fully comply with all of these conditions.

\_\_\_\_\_ Event sponsor agrees to notify all residents and businesses that will be affected by street/ sidewalk closures and/ or amplified sound.

\_\_\_\_\_ Applicant declares under penalty of perjury under the laws of the State of California that the information provided in this Special Event Application is true and correct to the best of applicant's knowledge. Applicant further acknowledges that the special event may be cancelled if this application contains any intentional misrepresentations.

\_\_\_\_\_ Issuance of a Special Event Permit does not absolve the applicant from obtaining additional local, state or federal approvals or permits (such as ABC or TFF)

\_\_\_\_\_ Applicant's signature below signifies that applicant has read and understands ALL the rules and regulations.

In accordance with Section 313 of the California Corporations Code, any document executed by a corporation requires a signature from at least one person from each of the following two groups:

**Group One** Chairman of the Board, President or Vice President

**Group Two** CEO, Secretary or Treasurer

If an officer holds a title in each of the above groups (dual title), that officer may sign for each of the groups by two separate signatures with the appropriate title listed with his or her signature.

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Its: \_\_\_\_\_ and

BY: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Its: \_\_\_\_\_

Agreement and Signature	
I, the undersigned representative, have read the rules and regulations with reference to this application. The information contained herein is complete and accurate.	
Name (printed):	
Signature:	Date:

**Submit application to City of Lincoln Recreation Department - Special Events 2010 First Street Lincoln, CA 95648**

## City of Lincoln

### Volunteer's Release of Claims, Waiver and Hold Harmless Agreement

Committee/Event: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_

Name of Parent/Legal Guardian (if volunteer is under 18): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_

#### **ALL VOLUNTEERS MUST COMPLETE AND SIGN THIS RELEASE, WAIVER AND HOLD HARMLESS AGREEMENT.**

On behalf of myself, my children, spouse, heirs, family, successors and assigns, I voluntarily assume any and all risks arising out of or connected with my participation as a volunteer in the above-referenced event. I forever release, waive and hold harmless the City of Lincoln, its elected officials, employees, agents, and insureds (the "City") from any and all claims, injuries, losses, costs, damages, attorney's fees and causes of actions that may result from my participation in the event. I understand there may be large and unpredictable crowds, animals, fireworks and situations may occur that may result in injury to me, including physical and emotional injuries, exposure to communicable disease and illness up to and including permanent disability or death.

I knowingly waive the provisions of California Civil Code § 1542 which reads:

A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release which if known by him or her must have materially affected his or her settlement with the debtor.

I understand the significance of my waiver of Section 1542. I acknowledge that if I or my property is injured, damaged, or becomes ill or worse, neither I, my legal representatives, children, spouse, heirs, assigns nor estate will be able to make claims against the City for those damages and injuries.

I agree and understand this agreement is intended to be as broad and inclusive as permitted by the laws of the State of California, and if any portion of this agreement is invalid, it is agreed the remainder of this agreement shall continue in full force and effect.

I have carefully read this agreement, fully understand its contents, and agree to each statement set forth herein. I am aware that this is a release of liability and a contract to hold harmless the City from all liability, losses and damages I may suffer.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

If under the age of 18:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Legal Guardian

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY  
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
<b>SAMPLE FORM</b>	

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- Your acts or omissions, or
- The acts or omissions of those acting on your behalf.

In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

CG 20 10 07 04

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**CERTIFICATE OF LIABILITY INSURANCE**

DATE: 10/10/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> R.V. Nuocco & Associates, Inc. 10148 Riverside Drive Toluca Lake, CA 91002 (800) 354-2433	<b>CONTACT NAME</b> _____ <b>PHONE</b> _____ <b>FAC. NO. EXT.</b> _____ <b>FAX</b> _____ <b>ADDRESS</b> _____ <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	<b>NAIC #</b> 00000
<b>INSURED</b> Insured Name Insured Address City, State Zipcode		

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN SUBROGATED, PAID OR OTHERWISE REDUCED.

LINE	TYPE OF INSURANCE	COVERAGE	DESCRIPTION	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	LIMITS
A	GENERAL LIABILITY	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMM-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Incl		5185482647 Certificate #: 54854	10/11/2014	11/12/2014	BODILY INJURY \$ 1,000,000 PROPERTY DAMAGE \$ Incl MED. EXP. (Any one person) \$ None PERSONAL & ADV. INJURY \$ Incl GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Incl UMBRELLA SINGLE LIMIT \$ UMBRELLA \$ \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPERTY DAMAGE (Per occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - SA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Additional Insured: Sunshine Hotel, officers, directors, and agents.

<b>CERTIFICATE HOLDER</b> Sunshine Hotel 11549 4th Ave San Diego, CA 92131	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Robert V. Nuocco <i>Robert V. Nuocco</i>
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